CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PW783					
Classification Specification: CONSERVATION COORDINATOR					
Salary Range: NR 36 – Management Benefit Level C					
Position Description (Working Title): Conservation Coordinator					
Incumbent:					
Location: Public Works Engineering - Environmental Division					

GENERAL PURPOSE:

Under the direction of the Environmental Engineering Manager, Supervisor or designee, oversee and participate in the development, implementation and coordination of the City's resource conservation programs which include solid waste and recycling, water conservation, water quality, household hazardous waste and critical areas.

Work is characterized by experienced, mid-level professional duties specializing in resource conservation programs through frequent interaction with government officials, other City departments, neighboring communities, consultants and citizens. Incumbent will be responsible for negotiating and monitoring solid waste and recycling contracts, water conservation programs, securing funds, creating budgets and monitoring expenses, developing and providing education and technical assistance for residents and businesses, ensuring compliance with policies and regulations, providing local representation and coordination with solid waste and water utilities, and reviewing and commenting on City and regional environmental legislation and plans. Incumbent will be involved in research, development, implementation and administration of City codes, ordinances, policies and procedures in the areas of Environmental Management. Incumbent assures compliance with various City ordinances and regulations related to land development within and near critical areas; informs the public, developers, and others of various City code requirements; and ensures critical areas are protected during the development process.

Work is performed under limited supervision. Supervisor sets the overall objectives and resources available. Incumbent and supervisor work together to develop the deadlines, projects, and work to be completed. Incumbent is responsible for the work, plans and carries out the assignment, resolves most conflicts that arise, coordinates work with others, and interprets policies on own initiative in terms of established objectives. Incumbent keeps supervisor informed of progress, potentially controversial matters, or

far reaching implications. Work is reviewed in terms of feasibility, compatibility with other work, or effectiveness of results.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Negotiate and administer contract services, including solid waste and recycling contracts, vendor contracts, professional services agreements and inter-agency and inter-local agreements; writes RFPs, interview and select contractors; approve contractor/consultant work and invoices; negotiate and recommend contract changes.

Administer grants related to resource conservation; assures proper reporting and terms and conditions are met.

Develop long range plans to accomplish water conservation, waste reduction and recycling goals and objectives as established by the City Council and Mayor.

Develop program goals; monitor and evaluate effectiveness of programs and vendors against established City goals and benchmark. Administer record-keeping systems; analyze statistical information used in evaluating programs; compensate and penalize monthly as necessary.

Conduct research on a wide variety of policy and operational issues affecting all aspects of providing solid waste and recycling services to residents, businesses and institutions using a wide range of analytical and statistical methods to develop recommendations.

Organize, promote, and implement Seasonal Clean-Up events, Special Recycling events and Water Conservation events including volunteer events; establishing analysis, program evaluation and improvements.

Train, supervise, and evaluate part-time temporary personnel such as graduate or undergraduate level interns and volunteers.

Develop and publish a quarterly or semi-annual conservation resources/environmental newsletter for residents and businesses of Kent.

Promote programs and provide information and educational/technical assistance to other City departments and employees, citizens, businesses, community groups and other agencies.

Provide local representation and coordination with regional solid waste and water utilities.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

Research Federal, State and local funding sources such as grants to support special projects and programs; draft grant proposals; monitor grants, as necessary.

Monitor Federal, State and County legislation for impact on local programs with adjacent cities when appropriate.

Recommend changes and additions to current City code, compatible with State and county directives, which facilitate waste reduction and water conservation.

Coordinate development review with regards to critical areas within the City of Kent and coordinate review of environmental reports with consultants.

Establish effective work relationships with adjacent local governments, State Department of Health, State Department of Ecology, and State Department of Fish and Wildlife to correct environmental problems and protect resources.

Review developer plans for solutions and compliance with codes, environmental issues, technical completeness and contract specifications. Work with applicant to solve compliance problems, negotiate revisions and create alternatives that meet the City and applicant's objectives.

Review environmental documents related to critical areas as part of development review; this includes wetland delineation reports, wetland mitigation plans and stream buffer enhancement plans.

Perform field reconnaissance and investigations of reported violations to locate and identify environmental problems throughout the City.

Perform investigations, enforcement and technical support of environmental code violations and attend hearings to present testimony as necessary.

Provide information and services to property owners and the public.

Co-administer the City of Kent Wetland Management program.

Prepare reports, memos and presentation materials for the City Council and Council committees.

Participate in meetings as required to fulfill job requirements.

Prepare and implement long range water conservation programs, record statistical information for yearly reporting to Department of Health and Department of Ecology.

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PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Current literature, trends and developments in the field of solid waste management and environmental issues
- Recycling, water quality and conservation, hazardous and solid waste management practices and related issues and industry standards
- Desk top computers and common application practices
- Applicable local, state and federal laws, codes, regulations and ordinances related to critical areas
- Municipal government policies, procedures and structure; applicable local, state and federal laws, regulations and ordinances
- Engineering research, analysis and problem solving methods
- Procedures for property acquisition, securing easements and other approaches for protecting critical areas through property use agreements
- Principles of wetland management
- Principles in environmental restoration/enhancement and wildlife habitat
- Advanced computer programs such as GIS/Arc/View/Arc Explorer
- Modern office practices, procedures and equipment including personal computers and software such as Word, Excel, PowerPoint and Access
- Correct use of grammar, spelling, punctuation, and vocabulary
- Oral and written communications
- Federal, state and local laws and regulations relating to waste reduction and recycling
- Current literature, trends and developments regarding waste reduction and recycling
- Principles of public administration and environmental science

SKILLED IN:

- Demonstrating interpersonal skills using tact, patience and courtesy
- Communicating effectively both orally and in writing
- Preparing and delivering oral presentations
- Using proper telephone techniques and etiquette to assist a diverse assortment of individuals and inquiries
- Analyzing technical material related to water supply, wetlands, streams and related materials
- Developing and presenting educational and technical materials
- Negotiations and conflict resolutions
- Effective use of interpersonal skills in a tactful, patient and courteous manner

ABILITY TO:

- Use of PC, e-mail, Intranet, Internet and basic computer software such as Word, Excel, Powerpoint and Visio
- Use mathematics required to present technical materials
- Water quality sampling and field measurement, stream gauging, soil testing, etc.
- Read and understand technical material and plans well enough to make recommendations and explain to others
- Read, understand and interpret engineering plans, drawings and specifications.
- Read, analyze and interpret technical journals, financial reports, operating and procedure manuals, general business periodicals, professional journals, engineering rules and regulations, etc.
- Prepare clear and concise project plans
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of actions
- Maintain records and prepare reports
- Plan and organize work to meet schedules and time lines
- Compose, proofread and edit correspondence, technical journals, engineering rules and regulations
- Educate and influence others through lobbying efforts, meetings and public presentations
- Present proposals and plans in a positive, persuasive and effective manner
- Organize and conduct various research projects
- Make oral presentations at hearings and meetings
- Work independently with minimum supervision
- Read, analyze, interpret and explain City codes, rules, regulations, policies and procedures, technical procedures, legal documents and governmental regulations
- Speak effectively, present information, and respond to questions from City Council, Administration, management, developers, the general public, and/or public groups

EDUCATION AND EXPERIENCE REQUIRED:

Education: Minimum of four (4) years college level work in environmental studies, natural resource management, or related field; and

Experience: Two (2) years environmental monitoring such as water quality sampling, wetlands, waste reduction recycling, solid waste, resource conservation programs, increasingly responsible experience in an administrative support field coordinating, planning, implementing or operating programs.

Or: In place of the above requirements, the incumbent may possess any combination of relevant education and experience which would

demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

Valid Washington State Driver's License

MACHINES, TOOLS AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, personal computer, copier, fax machine, multi-line telephones, pager and typewriter.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; and talk and hear normally with or without mechanical assistance. The employee is required to sit, stand, walk and reach with hands and arms. The employee may occasionally be required to climb or balance and stoop, kneel, crouch or crawl. The incumbent may be required to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance and peripheral vision, depth perception and ability to adjust focus.

WORKING CONDITIONS:

Work is performed in a typical office environment with a moderate noise level. Some work will include travel to regional governmental offices, local businesses, meetings and other forums. Attendance at evening and weekend meetings is required. Incumbent may be subject to irate or disgruntled individuals.

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SIGNATUI	RES:			
Incumbent	's Signature	Date	Supervisor's Signature	Date
Approval:				
Department Director/Designee Date		 Date	Employee Services Director/	/Designee Date
**Note:	This document will be reviewed and updated annually at the time of the employee' performance appraisal; when this position becomes vacant; or, if the duties of thi position are changed significantly.			

Revised: 10/11/02